

APPLIED SCIENCES LABORATORY

BUILDING 11

EVACUATION PLAN

September 1999

**GODDARD SPACE FLIGHT CENTER
GREENBELT, MARYLAND**

Building 11 Evacuation Plan

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PURPOSE

The Building 11 Evacuation Plan is provided by the Building 11 Facilities Operations Manager (FOM) in accordance with guidelines established by the GSFC Safety and Health Branch, Code 205.1. The purpose of this plan is to ensure that procedures are in place and training in building evacuation is regularly conducted in the event that it becomes necessary to evacuate the Building 11 complex, or specific areas within the complex. The following hierarchy of concerns are highlighted as reasons for creating this plan:

- Health, safety and welfare of all Building 11 personnel.
- Safeguard security.
- Operational continuity and assurance.
- Safeguard U.S. Government property.

Each facility at GSFC is unique, both in its configuration and hazards contained in it; consequently, this plan is provided to meet the needs of the Building 11 complex and the personnel it houses. This plan will be reviewed and updated (if necessary) yearly at a minimum, unless changes in the building or support areas dictate an earlier response. A copy of this plan will be submitted to the GSFC Safety and Health Branch, Code 205.1, for their review and concurrence. Copies of the approved plan will be disseminated to all building wardens and posted throughout the Building 11 complex.

Note: For procedures covering Building 11 Detector Development Laboratories, reference GHB 1790.1 effective April 11, 1995 titled, "Chemical Hygiene Plan," Section c and e under "Responsibilities" in their evacuation plan.

PARTICIPANTS

All permanently assigned civil service and contractor personnel, temporary support personnel and visitors.

RESPONSIBILITIES

1. Facilities Operations Manager--The overall responsibilities of the FOM are documented in the GM1 7234.2 and 1700.2. It tasks them to carry out their responsibilities so that organizational managers in their facility can implement the GSFC Safety and Health Program. The FOM, or his alternate has the authority to stop work or to evacuate the building if they believe that a significant imminent danger to personnel or property exists. They are also responsible for conducting a walk-through inspection at least quarterly in areas they do not visit regularly. The FOM will appoint Building and Floor Wardens for all areas.
2. Safety, Environmental, and Security Office--The Safety, Environmental, and Security Office is made up of civil servants and contractor personnel. The Safety and Health Branch provides

response to all emergencies on GSFC in the Mobile Emergency Operations Center (MEOC). The MEOC van contains emergency information, rescue equipment, and a mobile radio to communicate with the Facilities Management Division (FMD) and the Security Branch. The MEOC becomes the NASA/GSFC Command Post for the incident with a member of the Safety Staff becoming the Incident Commander. The Incident Commander always stays at the MEOC during the emergency. During an emergency, the members of the Safety Team will wear blue jumpsuits and/or a white hard-hat.

3. Building Warden/Floor Wardens/Wing Wardens--In general, Wardens involved with evacuation procedures during a drill, or actual emergency, will wear a distinctive arm-band/hard-hat/vest/or other distinctive attire for easy identification.
 - a. The Building Warden is responsible for executing the Building 11 evacuation plan.
 - b. The Floor Warden will be directly responsible for the evacuation of an assigned floor of the building in the event of an emergency. There will be a Floor Warden and an Alternate assigned for each of the following areas:
 - Ground Floor
 - First Floor
 - Second Floor
 - Penthouse

During an evacuation, the Floor Wardens are responsible for ensuring that all personnel in the area under their control are evacuated. To this end, Floor Wardens will use the support of designated Wing Wardens on their floor and are authorized to press into service additional personnel if the situation warrants. Floor Wardens are to familiarize themselves with the location of handicapped personnel working on their floor level. A support team of at least 3 personnel is to be assigned to each handicapped person with severe ambulatory restrictions (requires use of wheelchair/crutches), visual (blind/legally blind) and/or hearing (deaf) disabilities. In the event of an emergency, or drill, all ambulatory personnel are to be evacuated/assisted from the building. Personnel assigned to a support team for personnel confined to wheelchairs, or on crutches, are to move the handicapped individual to the nearest fire stairwell. Two members of the support team will stay with the handicapped individual and the other will report to the MEOC and give the Incident Commander/Building Warden the location of the holding area where the handicapped person is situated. Personnel assigned to a support team, involving personnel confined to a wheelchair, are not to try to evacuate these personnel down a staircase unless failure to do so, in an emergency situation, would result in death, or severe injury, to the handicapped individual involved.

Floor wardens are to assign personnel on their floor area as wing wardens. Each floor, except the Penthouse, is to have a wing warden and an alternate, assigned for each wing (east and south) on the floor involved. The responsibilities of the wing warden are described in (3) below. Floor wardens are to report the names, and location (room and

telephone #) of personnel assigned as wing wardens to the Building 11 Warden, and the FOM.

Floor Wardens are to assign a person, or persons, to assure that the elevator is not used during a drill, or emergency. The Floor Warden may assign personnel this responsibility and have them designated as Elevator Warden for their floor level in the emergency rosters to be included in this plan. Elevator Wardens are to exit the floor level with the Floor Warden when the floor area is vacated. Floor Wardens are to report the names of any personnel selected as Elevator Warden to the Building 11 Warden, and the FOM.

When their floor area is vacated, Floor Wardens are to report to the Building Warden that the area under their control is vacated, and provide any additional information with respect to the cause of the evacuation that might be of help in resolving the problem. The Building Warden will be located at the front entrance to Building 11, near the MEOC. After making their report, Floor Wardens are to report to assigned post outside the Building 11 complex to assist with crowd control and assure that personnel DO NOT re-enter the building before an "All Clear" has been given by the Building Warden/Incident Commander or FOM.

- c. The Wing Wardens have responsibilities similar to Floor Wardens, but at a more localized level. Building 11 has an East and South Wing and a Center Core on each floor level (see floor levels designated under Floor Wardens). A Wing Warden and an Alternate will be designated for each wing area on each floor level, except the penthouse. The Wing Wardens will be directly responsible for evacuation of the area from the elevator and running East or South depending on the wing assigned. Wing Wardens will ensure that all personnel in the area under their control are evacuated. The Wing Wardens will report to the Floor Warden when their areas are evacuated and advise the Floor Warden of the location of handicapped personnel from their wing if any. Any other information that is related to the emergency, or evacuation, should be passed on to the Floor Warden prior to leaving the floor.

Wing Wardens will participate in crowd control when they leave the building, or assist the Floor Warden, if requested. Prior to leaving the building, Wing Wardens may assign personnel to assist in the orderly evacuation of personnel in the stairwell areas.

Floor and Wing Wardens are responsible for ensuring that personnel pressed into service during an emergency vacate the area when the Wardens vacate.

4. Facilities Management Division (FMD)--FMD provides service for sprinkler systems and the fire/smoke alarm systems. FMD also operates the Emergency Console located in Building 24. The Emergency Console receives all emergency calls and makes the proper notification. The console is the central point for all GSFC radio communications. Radio frequencies can be patched through the console to allow transmission on several channels at once. Most building heating and ventilating systems are monitored by the console. The status of various electrical feeders is also monitored.

5. Detector Development Laboratory Emergency Response Teams (Code 553)--Team leaders of the Code 553 emergency response teams are to notify the Building 11 Warden and FOM of any situations that arise which, if not contained, would lead to the evacuation of the Building 11 Complex. Notification is to be made at the earliest possible time in order for evacuation teams in the building to be alerted to the potential of an evacuation. Under these circumstances, precautionary measures may be taken to move non-ambulatory personnel to lower floor areas where evacuation would be expeditiously accomplished, or to evacuate these personnel from the building until the situation is stabilized.

Detector Development Laboratory emergency response teams (Code 553) are responsible for proper evacuation of ground floor, south wing occupants and reporting to the Building 11 Warden, or ground floor warden, when the south wing is evacuated during an emergency situation/evacuation.

6. Prince George's County Fire Department--The fire department provides services that are beyond the scope of GSFC capabilities. These services include fire suppression, rescue, emergency ambulance service, and hazardous material response. These services are requested by the FMD Emergency Console if required.

ALARMS

1. Emergency Alarm Devices--Emergency alarm systems at GSFC consist of four distinct subsystems: smoke detectors, pull stations, chemical sensors, and water flow alarms.
 - a. Pull Stations, also known as Manual Fire Stations, are located throughout the Building 11 complex. Personnel should be familiar with their locations in respect to their work areas. Specific locations are contained in the Building Floor Plans. Personnel within the building are authorized to activate a Pull Station in any emergency situation where it is felt that occupants of the building may be in danger. Activating a Pull Station will sound the evacuation alarm in the building and send a signal to the Emergency Console. Pull Stations will be reset by emergency team personnel.
2. Evacuation Bell--This signal is heard as a repetitive, rhythmic "ganging" alert. When the Evacuation Bell is sounded, quickly take steps outlined in evacuation procedures or as directed by the Building/Floor Warden and leave the building immediately in accordance with the established evacuation routes. Evacuation is mandatory. This system is routinely tested and evacuation is not required when the bell rings for periods of less than 30 seconds. In all cases, as soon as the alarm rings, personnel should prepare to evacuate the building.

ELECTRICAL POWER

Circuit Breakers are located throughout the Building 11 complex. Generally, only Facilities Management Division (FMD) personnel are authorized to work on these breakers. In an emergency situation which threatens the safety of the building occupants for equipment, a circuit breaker can be turned off. In all cases, the Building Warden and/or FOM should be notified as soon as practical. Supervisors will familiarize all personnel with the locations of the Circuit

Breakers within their respective areas. If unfamiliar with the circuits in your area, contact FMD, Code 220, for assistance.

GENERAL INSTRUCTIONS

Evacuation of the Building 11 complex, or specific portions of the complex, shall be ordered when any hazard is determined to exist which threatens the safety of personnel, systems or the facility. Possible hazards are identified as follows:

- a. Fire
 - b. Toxic fumes
 - c. Dense smoke
 - d. Bomb threat
 - e. Gas leak
 - f. Any condition that imposes a safety threat
- A determination shall immediately be made by the FOM or Building Warden to either EVACUATE or to MINIMIZE. If time and the criticality of the situation dictate, the order to evacuate will be given, wardens will commence evacuation operations, and the Evacuation Bell sounded. All personnel shall without hesitation respond to instructions from wardens and evacuate the building immediately in an orderly fashion.

Note

The northwest corner of Building 11 is the location for all emergency personnel to meet, make reports, exchange information, receive assignments, and give status reports.

- A CONTROLLED EVACUATION, or order to MINIMIZE, requires that all affected areas within the facility commence an orderly reduction in operations by preparing to secure support systems, computer systems, and the facility. Personnel shall gather all contingency operations material and prepare for evacuation. During the MINIMIZE condition, Building 11 Wardens and the GSFC Emergency Team will attempt to assess the hazard and evaluate what should be done next. If the Evacuation Bell sounds, or if instructed by your warden, evacuate the building immediately in an orderly fashion.

EMERGENCY CHECKLIST

The following checklist is provided as a general guideline for emergency response by Evacuation Team personnel:

FOM/Building Warden:

- Establish credence of the emergency.
- Find out the exact location and source of the problem.
- Call GSFC emergency number, 112.
- If appropriate, activate or direct another person to activate a fire alarm PULL BOX.

- Divert personnel from hazardous areas.
- Building Warden will announce the emergency via quickest means available.
- Canvas Floor Wardens to ensure that all personnel are out of the endangered area. Direct Floor Wardens to begin crowd control and keep personnel at a safe distance away from the building. Post Wardens at all entrances to keep personnel from entering the facility until the “all clear” sign is given.
- Report to the MEOC and inform the Incident Commander. The Incident Commander is the central point of contact upon completion of the building evacuation.

All Building 11 Personnel:

Pre-Evacuation (Minimize) Procedures:

- Help handicapped personnel to safety.
- Advise operational interfaces (if applicable) that a building evacuation is in progress.
- Secure classified and confidential materials (if any).
- Close and lock all secure containers.
- Avoid turning the lights off.

Building Evacuation Procedures:

- DO NOT USE THE ELEVATOR.
- Exit area following prescribed route.
- Shut all doors behind you.
- Walk carefully and briskly out of the building.
- Report to the assigned assembly area.

Building Re-entry Procedures:

- Re-enter the building only when instructed by one of the following: Building Warden/FOM/Incident Commander.
- Return to your assigned work area.
- You may now use the elevator.
- Survey your area to ensure nothing is missing.
- Inventory all classified material and report any discrepancies to the Security Office.
- Establish all operational interfaces.